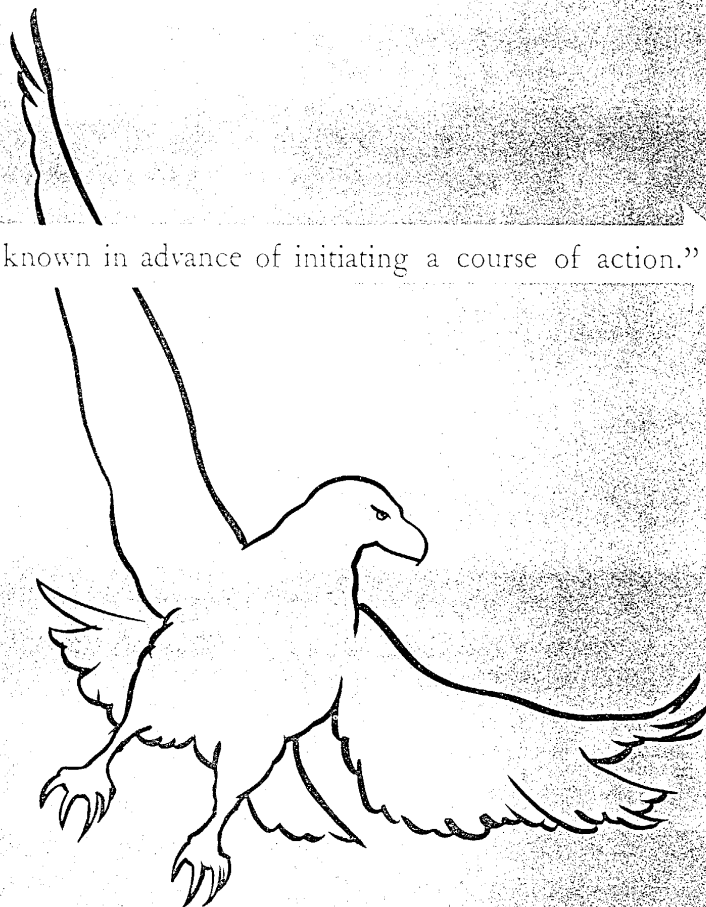


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"Intelligence deals with all the things which should be known in advance of initiating a course of action."



25 YEAR RE-REVIEW

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INTRODUCTION

“Intelligence deals with all the things which should be known in advance of initiating
a course of action.”

— Hoover Commission
Intelligence Activities, 1955

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THE CHALLENGE AND THE OPPORTUNITY OF A PROFESSIONAL CAREER WITH THE CENTRAL INTELLIGENCE AGENCY



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The primary goal of the national intelligence effort is to provide foreknowledge, to supply the facts and estimates which are needed in the formulation of national security policy and action. It involves continuous review of overseas trends and developments which have a bearing on the security interests of the United States. The scope of the work encompasses a variety of talents and many areas of knowledge; its importance places a heavy premium upon the character and abilities of those who engage in it.

The Central Intelligence Agency needs able young men and women who are interested in having a part in this vital mission. If you want to serve your country in this challenging profession, you will find in CIA excellent opportunities for a worthwhile and rewarding career.

THE AGENCY AND ITS WORK

The Central Intelligence Agency, an independent agency of the Federal Government, was established by the Congress under the National Security Act of 1947. It is responsible to the National Security Council of which the President of the United States is chairman. The Council's primary mission is to appraise U.S. objectives, commitments and risks, in the light of our ability to achieve our objectives, and to reach decisions on national policy and national courses of action.

The mission of the Central Intelligence Agency is to provide the information needed by the Council in carrying out its functions.

Since other departments and agencies of the Federal Government produce intelligence for their respective needs, CIA has the further responsibility of coordinating such intelligence activities for the Executive Branch as a whole. This coordinating function was put into the Agency's charter to ensure that the President and the Council receive all the best intelligence available to the Government, and to prevent needless duplication of effort among the agencies concerned. In this latter connection, CIA also was made responsible for performing certain services of common concern on behalf of all intelligence organizations of the Government.

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These other governmental intelligence organizations work closely with CIA within the framework of the U.S. Intelligence Board of which the Director of Central Intelligence is chairman. They assist the Director of Central Intelligence in coordinating "community" activities and in developing the intelligence product needed by the United States Government. This "product" is evaluated information, which may be delivered to the appropriate consumer in a variety of forms depending upon the requirements of the situation. It may have to do with either trends or happenings abroad, in political, economic, scientific, or other fields, which have a bearing on the national security interests of the United

States. For example, an intelligence report may be a brief statement advising that an event of concern to the national security is about to occur, or it may be a comprehensive estimate of developments to be expected in a particular area or in a technological field over a period of several years. The process by which it is produced requires at every stage a well-balanced combination of knowledge, disciplined reasoning, and endless inquisitiveness.

The job of CIA is never static. Its varied tasks in a complex world situation offer challenges which can be found in few other activities, within or outside of Government.

EMPLOYMENT IN CIA

To fill its professional positions the Agency employs college graduates and persons holding advanced degrees in such fields as international relations, political science, public administration, economics, history, geography, engineering, physics, chemistry, sociology, and foreign languages. This list, however, is neither complete nor exclusive, and there are no prescribed courses of study which are tailored for future intelligence officers. Candidates are chosen from among young men and women of character and ability, on the basis of competence in their chosen fields of study, their interest in serving the United States Government in the field of intelligence, and whatever general or particular talents for the work can be deduced from their past history and current interests.

CIA is exempted, by statute, from many of the Civil Service procedures and controls which

apply to most Federal agencies. Thus its employees are not selected from Civil Service Commission rosters, nor are they hired through Civil Service mechanisms. The Agency has developed its own procedures for the employment of its personnel, its own programs for their administration, and its own ways to accomplish their career development. Agency employees participate, however, in Civil Service retirement benefits; they are paid in accordance with Civil Service pay scales, and they are entitled to the life and health insurance and leave benefits applicable to other government employees.

When appointed, each employee is assigned to a Career Service which includes the field of vocational interest in which he is most likely to develop and advance his career. After a probationary period of three years, the employee be-

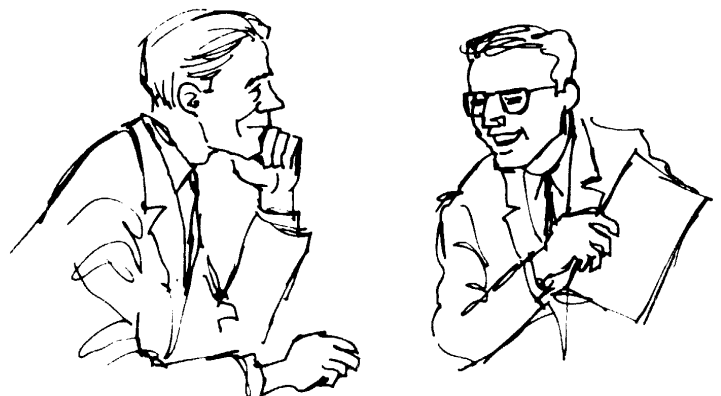
comes eligible for career employment status. Each Career Service is administered by a board of senior officials who make decisions affecting promotion, assignment, training and other career development actions for each member of the service. Board decisions are based on demonstrated performance, estimates of potential, the needs of the Agency, and the member's stated preferences.

Agency employees receive periodic evaluations of their performance and potential which are reviewed jointly by the individual and his supervisor. These evaluations are used in reaching decisions regarding promotion and career development actions.

Promotions are competitive within each career field and are based upon a careful review of all aspects of performance.

Professional training is afforded at various stages in the career development of Agency personnel, and is given within the Agency, at other government training establishments, and at private academic institutions at government expense.

Facilities are available for foreign language study during duty hours, and on a voluntary basis during off-duty hours.



CAREER OPPORTUNITIES

As indicated in the foregoing, the Agency needs professionally qualified persons representing many disciplines of the social, physical and natural sciences. Some are sought because of the professional capabilities they already have. Others are selected on grounds of general excellence, without too much regard to specific subjects of major study or specific experience, because they appear to possess the potential to make good intelligence officers and to advance to key positions in the Agency. The choice of route into the Agency depends upon individual qualifications, interests and personal circumstances. Whether one enters in a specialized professional field, or as a potential general intelligence officer,

he will have the opportunity and will be encouraged to progress in professional stature and in job responsibility.



THE JUNIOR OFFICER TRAINING PROGRAM

The Junior Officer Training Program is CIA's primary means of introducing new junior level professional personnel into the Agency. Through this program the Agency selects and employs each year a modest number of young men and women between the ages of 21 and 35, on grounds generally of academic excellence, outstanding personal qualities, and evidence of leadership potential. They are appointed as Junior Officer Trainees (JOT) and remain in that status for approximately two years. The purpose of the program is to provide these carefully selected new intelligence officers with the tailored training, guidance, planned experiences and assignments considered to be most suitable in each case for launching their careers. Each JOT's training and development are monitored

by senior Agency officials who devote their full time to the program.

Formal Training

The JOT's training begins with orientation courses which introduce him to the organization, policies and activities of CIA. He then receives intensive training in various functional areas in which he acquires the basic skills and knowledge needed by the intelligence officer.

On-The-Job Training

After formal training the JOT is assigned to an organizational element for duty and for on-the-job training. In preparation for this assignment his prospective supervisors and JOT Program officers plan the experience which he is

expected to receive, and they undertake jointly to see that the agreed plan is carried out.



Post-JOT Assignment

At the conclusion of his period of formal and on-the-job training the JOT leaves the program and is assigned officially for duty in an appropriate part of the Agency. At this point he enters the career management system of the Agency and his future progress and development come

under the guidance of his supervisors and of the senior officers who constitute the Career Service Board of his area.

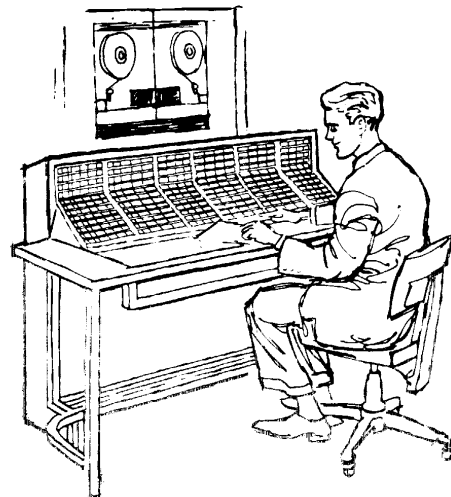
Promotion

JOT's enter the program at minimum Grade GS-7. Appointments are made above that level when justified by significant variations in individual qualifications. The JOT is promoted upon satisfactory completion of his training. After leaving the JOT Program he may expect to receive promotions at approximately one-year intervals until he reaches Grade GS-11. Obviously no given rate of progression can be assured in advance because of the many circumstances which may affect the individual case. Progress will take place within the framework of the competitive promotion system which is a feature of the Agency's personnel management program.

THE SPECIALIST PROGRAM

Career employment opportunities exist in many different disciplines and areas of occupational specialization. Significant features of the Specialist Program are:

- Selection from among college graduates and persons holding advanced degrees.
- Initial salary adjusted to education and experience qualifications.
- Association and work with experts in various fields, in an environment conducive to professional development.
- Full participation in CIA's career development program, including:
 - Orientation and Agency training for duties;
 - Opportunity for Government-sponsored training in other Federal facilities, tuition subsidies for study at local univer-



sities, and study at other universities with salary and tuition paid;

Opportunities for advancement to senior positions.

- Opportunity for publication in many of the disciplines concerned.
- Employment in Washington, D.C., with, in some instances, opportunity for occasional travel or periodic orientation trips to geographic areas of research.

A more specific indication of some of the Agency's interests is reflected in the following summaries:

The General Research Field

Disciplines: International Relations
Political Science
History
Sociology
Anthropology
(and others)

Description of Duties: Research, analysis, and preparation of studies concerned primarily with the major political and sociological dynamics in all foreign countries and areas of the world. Projects involve considerable individual research within the framework of a comprehensive and continuing research in depth program. Major study fields include governmental

structures, political dynamics, national policies, characteristics of area peoples, etc.

Note: Area knowledge, residence, and competence (adequate for research) in the languages of the area are desirable, but not essential.

The Economic Research Field

Disciplines: Economics
Economic History
Economic Geography
Area Studies
International Trade

Description: Research, analysis, and preparation of reports concerned primarily with economic activities. Work assignments involve the measurement of aggregative economic performance, or detailed

research on various sectors of foreign economies (i.e., major industries, transportation, communications, agriculture, international trade, finance, etc.).

Note: Area knowledge and language competence (adequate for research) are desirable, but not essential.

analysts or project officers concerned with surveys and evaluations of foreign scientific and technical research and development, characteristics, and performance capabilities in selected areas of fundamental and applied sciences.

Note: Assignments are available in applied engineering work.

The Scientific and Technical Research Field

Disciplines: Engineering
Mathematics
Physics
Electronics
Chemistry

Description: Research and preparation of reports on foreign devices, equipment and systems. Service as



GENERAL INFORMATION

Starting Salaries

Starting salaries depend upon such factors as education, previous work experience, and the type of work for which one is selected. As noted above, the usual starting level for the JOT's is Grade GS-7. Starting salaries for others, specialists in certain fields of competence or senior persons who bring with them knowledge and skills developed over the years, are determined according to the individual circumstances in each case. The matter of pay is discussed with candidates by a CIA representative during the initial interview.

Vacations

Annual leave is computed according to length of government service (including military service) and may be accumulated up to 30 working days. In addition to eight national holidays a year, an employee with less than three years of United States Government service earns 13 work-

ing days a year. After three years but less than fifteen years, he earns 20 days of leave a year. After fifteen years, vacation leave increases to 26 working days (5 1/5 weeks) a year.

Sick Leave

Sick leave is earned at the rate of 13 working days per year. This leave accumulates without limit over the years and provides a degree of security if one should be ill for a prolonged period.

Military Leave

If as an Agency employee you maintain military reserve status, you are encouraged to take two weeks training duty. This leave is in addition to regular annual leave for vacation purposes, and if the military training duty is with pay, you will also receive your regular salary from the Agency. Reserve officer units of the Army, Navy, Marine Corps, and the Air Force are sponsored by the Agency.

HOW TO APPLY

If you are interested in applying for appointment in CIA, you may:

—See your Placement Officer and request an interview with the CIA representative who will visit the college or university from time to time;

—Write to the Central Intelligence Agency, Office of Personnel, 2430 "E" Street, N.W., Washington 25, D.C. Enclose a summary of your education and experience and ask for application forms;

—Appear at our interviewing office which is located at 1016 16th Street, N.W., Washington, D.C., for a personal interview.



The special character of CIA's national responsibility demands that the Agency apply strict employment criteria. To ensure that these criteria are satisfied, extensive investigation of character and qualifications is made. You are urged, therefore, to make application well in advance of the date you would like to enter on duty with the Agency.

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IN CONCLUSION

Whether you begin your intelligence career as a Junior Officer Trainee or as a specialist, you will experience the challenge of engaging in interesting and satisfying work which contributes significantly to the welfare of our nation. As a profession American intelligence is relatively young; veterans can look back upon little more than twenty years of service. However, in the course of these two decades a great many lessons have been learned, principles of method and procedure have been identified, and techniques and skills established. Very importantly, means and methods of teaching this professional knowledge to newcomers have been developed. You will find that nothing is considered more essential in the Agency than the careful selection, training, growth and development of its people. If you are interested in Government service and in giv-

ing your best efforts in this vitally important field, you can be assured that CIA will encourage and assist your progress in its organization.

